Connect Create Collaborate

Benjamin Buenaventura <benjamin.buenaventura@lacity.org>

Fwd: Project Homekey Wire Fund Transfer

17 messages

Amalia Robles <amy.robles@lacity.org> Tue, Oct 20, 2020 at 12:47 PM
To: Meg Barclay <meg.barclay@lacity.org>
Cc: Bob Wingenroth <bob.wingenroth@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Bertha Flores <bertha.flores@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Claire No <claire.no@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>

Hi, Meg.

Please coordinate with the CAO Accounting group (copied here) who are familiar with the payment process, summarized as follows:
1. RPT-SRPT request from CAO to Controller FOSS (our group) with **approved** Council File instruction to wire payment for the properties to be acquired.
2. BGB9CON - to set up the amount in FMS
3. GAE* - to encumber funds
4. GAX to pay to the escrow / title company indicated on the Council File.

Please send us the approved Council File and RPT-SRPT request form.
Thank you.

Kind regards,

AMY ROBLES, CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

RON GALPERIN
LA CONTROLLER

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---------- Forwarded message ---------
From: **Russel Fujii** <russel.fujii@lacity.org>
Date: Tue, Oct 20, 2020 at 7:47 AM
Subject: Re: Project Homekey Wire Fund Transfer
To: Meg Barclay <meg.barclay@lacity.org>
Cc: Bob Wingenroth <bob.wingenroth@lacity.org>, Claire No <claire.no@lacity.org>, Elyse Matson <elyse.matson@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Meg,

Once you know the date, amount and details (escrow number, escrow agent, etc.) please complete and return this form to cahtreasury@lacity,org so we may ensure proper tracking for this payment. Also, while a signed form is not necessary for notification, a signed form and payment (JV, Warrant) is needed to transact the payment. Please make sure you follow the notification policy with any wire transaction. Let me know if you have any questions. Thank you.

On Mon, Oct 19, 2020 at 7:02 PM Meg Barclay <meg.barclay@lacity.org> wrote:
> Hello,

First of all, thank you all again for your help reviewing our recommendations for the Project Homekey report last week.

We expect the recommendations in the attached report to be approved this week. Next week, HACLA is scheduled to close on the first property (the Hotel Solaire). They'll let us know the full exact amount that needs to be transferred into Escrow by Monday or Tuesday and we'll need to wire the funds into Escrow by no later than Thursday at noon.

Can you please let me know what we will need to prepare to make sure this goes smoothly? Do we need any information from HACLA besides the wiring instructions? Is there a format you prefer to receive the wiring instructions in?

I'm sorry for all these questions. This is my first time with this particular transfer type.

Thank you so much,

Meg

--
Meg Barclay
Homeless Coordinator
Office of the City Administrative Officer
Email: meg.barclay@lacity.org
Phone: (213) 978-1681

Meg Barclay <meg.barclay@lacity.org> Tue, Oct 20, 2020 at 12:55 PM
To: Amalia Robles <amy.robles@lacity.org>, Steven Del Haro <steven.delharo@lacity.org>
Cc: Bob Wingenroth <bob.wingenroth@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Bertha Flores <bertha.flores@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Claire No <claire.no@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>

+Steven Del Haro

Thank you!
[Quoted text hidden]

Amalia Robles <amy.robles@lacity.org> Thu, Oct 22, 2020 at 8:45 AM
To: Steven Del Haro <steven.delharo@lacity.org>
Cc: Bertha Flores <bertha.flores@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>

Hi, Steven.

Please fill in / complete the attached RPT-SRPT form.
Then, kindly email it to us, together with the approved Council File, motion and/or CAO report.
Thank you.

For reference, please go to the FMS website, Accounts Payable for:
Training Manuals
http://controller.insidela.org/fms/AP_TrainingMaterials
Policies & Procedures
http://controller.insidela.org/fms/AP_P%26P

Kind regards,

AMY ROBLES, CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

RON GALPERIN
LA CONTROLLER

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On Thu, Oct 22, 2020 at 8:04 AM Steven Del Haro <steven.delharo@lacity.org> wrote:

> Good Morning Amalia,
>
> I am emailing on behalf of the CAO, because I will be the one assisting on the wire for project homekey. I just got confirmation that the Mayor signed, so I can now proceed with the RPT-SRPT Request form. That said, at your convenience can you please send me the template of the form? Or instruct me where I can access. This is my first time doing this type of wire, so your assistance is greatly appreciated.
>
> Thank you!
>
> Steven Del Haro
> [Quoted text hidden]
> --
> Steven Del Haro
> Accounting Clerk
> Office of the City Administrative Officer (CAO)
> City Hall East - 200 N. Main St. #1500
> Los Angeles, CA 90012
>
> Phone: 213-473-7509
> Email: steven.delharo@lacity.org

Template - RPT-SRPT.pdf
102K

Steven Del Haro <steven.delharo@lacity.org> Thu, Oct 22, 2020 at 8:49 AM
To: Amalia Robles <amy.robles@lacity.org>
Cc: Bertha Flores <bertha.flores@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>

Hi Amalia,

Ok got it, will do that. Thank you very much for the template, and the links for reference of FMS procedures. Very helpful!

Much appreciated,

Steven
[Quoted text hidden]

Bertha Flores <bertha.flores@lacity.org> Fri, Dec 11, 2020 at 11:33 AM
To: Amalia Robles <amy.robles@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>
Cc: "Romero, Sylvia" <sylvia.romero@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>

Hi Amy & Ben,

BGB9CON 10 210000000179, to increase authority for RPT CF201008, has been submitted for your review/approval. Please let me know once approved. I apologize for the RUSH but we are working to process an FMS Wire once funds are available. Thanks.

--
Bertha Flores ~❀~
CAO/Office Administration
☎ (213)473-7507

---------- Forwarded message ---------
From: **Frieda Huang** <frieda.huang@lacity.org>
Date: Mon, Oct 26, 2020 at 4:52 PM
Subject: Re: Project Homekey Wire Fund Transfer
To: Elyse Matson <ELYSE.MATSON@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>, Bertha Flores <bertha.flores@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Steven Del Haro <steven.delharo@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>, Imelda Sy <imelda.sy@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

Hi, Elyse

> Additionally, are we required to set up an appropriation for each transaction or will it all come out of the same APPR?
How to set up appropriation accounts depended on the appropriation authority.
In this case, it is the Council File recommendation.

If you need any assistance, please contact Michelle Le, your F&A coordinator.
Thank you.

Frieda

On Mon, Oct 26, 2020 at 3:57 PM Amalia Robles <amy.robles@lacity.org> wrote:
> Please see comments in BLUE
>
> Kind regards,
>
> **AMY ROBLES,** CIA
> Principal Accountant II
> Controller, Fiscal Oversight Support Services
> Tel. (213) 978-7407
> http://controller.lacity.org/
>
> RON GALPERIN LA CONTROLLER
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>
> On Mon, Oct 26, 2020 at 3:01 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:
> > Hi Amy, couple of questions -
> >
> > If we do an open vendor encumbrance for the entire amount, does that mean we can just make wire transfers as necessary as we go through the closing process for each of the sites?
> YES, since there are different owners / properties or sites

Recommendation 3 and 4 - Commonwealth Land Title Company (Attachment 1- 10 properties)
Recommendation 14 and 15 - Volunteers of America Los Angeles (Avalon property)

Additionally, are we required to set up an appropriation for each transaction or will it all come out of the same APPR?
Please coordinate with our Funds & Appropriation group headed by Frieda Huang, assisted by Teresa Kyu Li and Imelda Sy,
as they are in a better position to answer funding and APPR questions.

Thank you.

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Tue, Oct 20, 2020 at 12:47 PM Amalia Robles <amy.robles@lacity.org> wrote:
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[Quoted text hidden]

---------- Forwarded message ---------
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[Quoted text hidden]
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RPT-SRPT Request Form & CF Auth_ Project Homeke...

Bertha Flores <bertha.flores@lacity.org> Fri, Dec 11, 2020 at 11:38 AM
To: Edward Moreno <edward.moreno@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>
Cc: "Romero, Sylvia" <sylvia.romero@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>, Amalia Robles <amy.robles@lacity.org>

Resending to include Edward Moreno as Amy is currently out of the office. Thanks.
[Quoted text hidden]

Benjamin Buenaventura <benjamin.buenaventura@lacity.org> Fri, Dec 11, 2020 at 11:45 AM
To: Edward Moreno <edward.moreno@lacity.org>

Hi Ed,

I'm working on this. FYI

Thanks,

RON | GALPERIN
Los Angeles City Controller

Benjamin Buenaventura | Accountant
Office of the Controller
Fiscal Oversight Support Services
(213) 978-7362
http://controller.lacity.org

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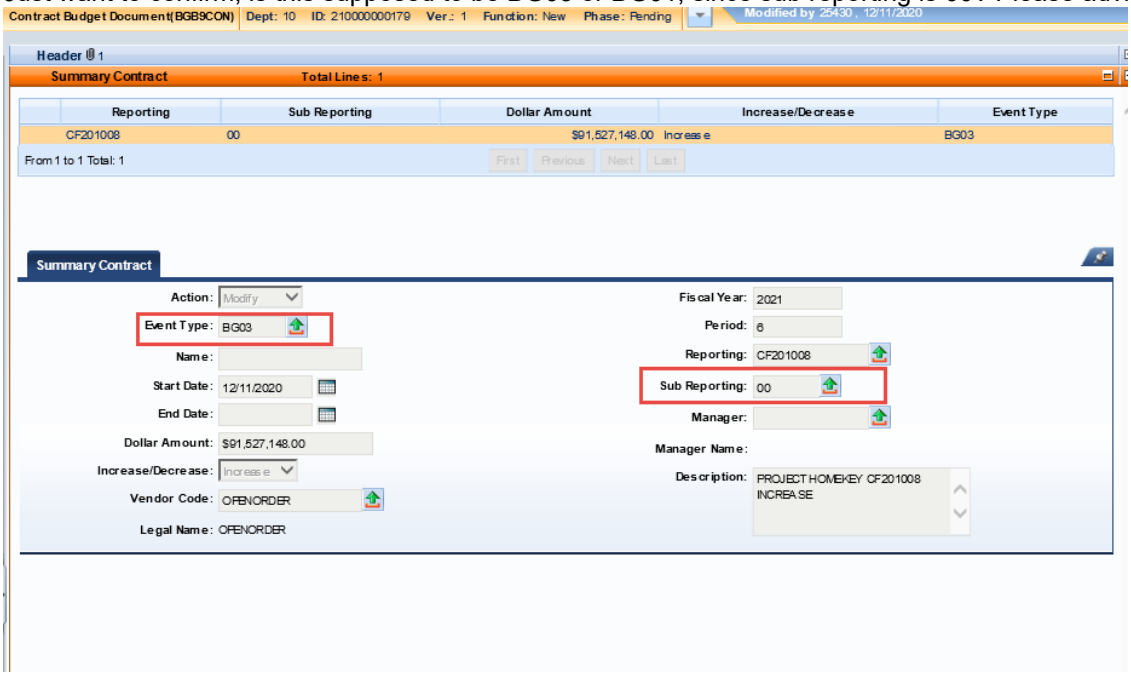
Benjamin Buenaventura <benjamin.buenaventura@lacity.org> Fri, Dec 11, 2020 at 12:05 PM
To: Bertha Flores <bertha.flores@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>

Hi Bertha,

Just want to confirm, is this supposed to be BG03 or BG01, since sub reporting is 00? Please advise



Thank you,

RON | GALPERIN
Los Angeles City Controller

Benjamin Buenaventura | Accountant
Office of the Controller
Fiscal Oversight Support Services
(213) 978-7362
http://controller.lacity.org

On Fri, Dec 11, 2020 at 11:38 AM Bertha Flores <bertha.flores@lacity.org> wrote:
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Bertha Flores <bertha.flores@lacity.org> Fri, Dec 11, 2020 at 12:11 PM
To: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>

I don't usually process these & wasn't sure. Should it be 01 since I'm using the existing SRPT? If so, I can revise. Thank you for your help.

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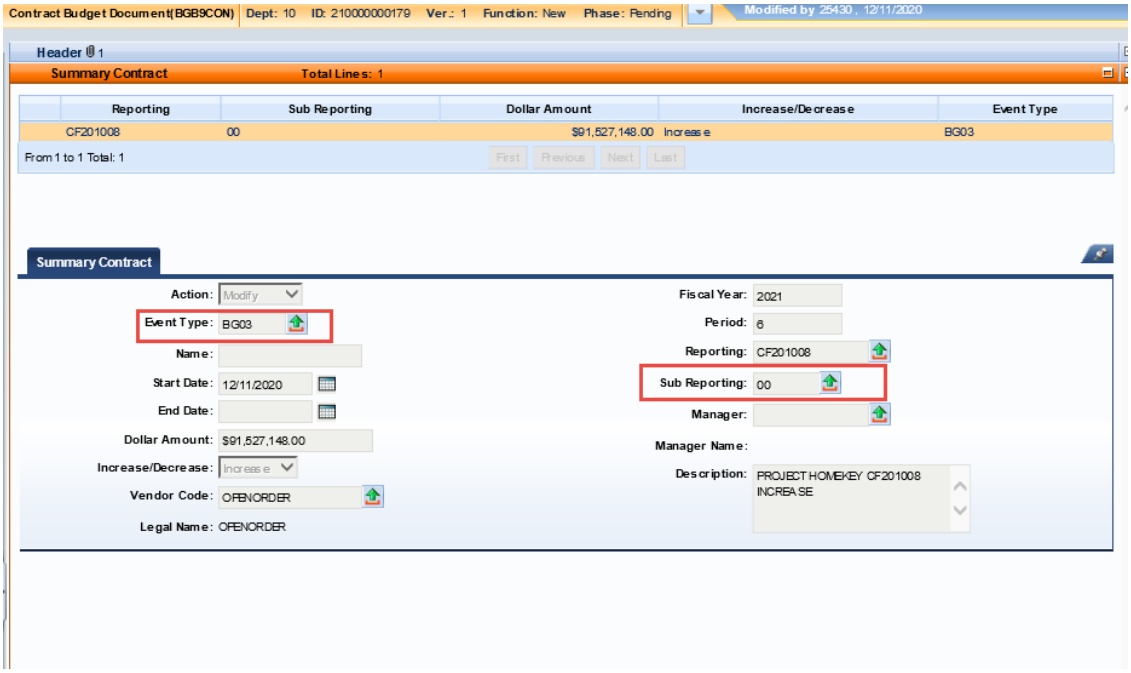
Benjamin Buenaventura <benjamin.buenaventura@lacity.org> Fri, Dec 11, 2020 at 12:18 PM
To: Lourdes Zabala <lourdes.zabala@lacity.org>

Hi Lourdes,

Do you know how the event type/subreporting affects the BGB9CON? The department processed the BGB9CON pictured below, but according to my notes, if subreport is 00, then the event type should be BG01. I cannot find the manual on the FMS website.



Thanks,

RON | GALPERIN
Los Angeles City Controller

Benjamin Buenaventura | Accountant
Office of the Controller
Fiscal Oversight Support Services
(213) 978-7362
http://controller.lacity.org

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Elyse Matson <Elyse.Matson@lacity.org> Fri, Dec 11, 2020 at 12:22 PM
To: Bertha Flores <bertha.flores@lacity.org>
Cc: Edward Moreno <edward.moreno@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, "Romero, Sylvia" <sylvia.romero@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Claire No <claire.no@lacity.org>

Hi sorry for the rush but I wanted to check in on this approval. We need to wire funds today and this doc needs to be approved first. Thank you so much!

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Fri, Dec 11, 2020 at 11:38 AM Bertha Flores <bertha.flores@lacity.org> wrote:
[Quoted text hidden]

Benjamin Buenaventura <benjamin.buenaventura@lacity.org> Fri, Dec 11, 2020 at 12:30 PM
To: Elyse Matson <Elyse.Matson@lacity.org>
Cc: Bertha Flores <bertha.flores@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, "Romero, Sylvia" <sylvia.romero@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Claire No <claire.no@lacity.org>

Hi Elyse,

It's approved and final. Thank you for your patience.

Happy Friday!

RON | GALPERIN
Los Angeles City Controller

Benjamin Buenaventura | Accountant
Office of the Controller
Fiscal Oversight Support Services
(213) 978-7362
http://controller.lacity.org

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Bertha Flores <bertha.flores@lacity.org> Fri, Dec 11, 2020 at 12:31 PM
To: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>
Cc: Elyse Matson <Elyse.Matson@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, "Romero, Sylvia" <sylvia.romero@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Claire No <claire.no@lacity.org>

Thanks, Ben.

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Benjamin Buenaventura <benjamin.buenaventura@lacity.org> Fri, Dec 11, 2020 at 12:35 PM
To: Bertha Flores <bertha.flores@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>

Hi Bertha,

I had to confirm with my supervisor if this was okay, as I don't usually see this type of combination. It's approved and final. Thank you for your understanding!

RON | GALPERIN
Los Angeles City Controller

Benjamin Buenaventura | Accountant
Office of the Controller
Fiscal Oversight Support Services
(213) 978-7362
http://controller.lacity.org

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Bertha Flores <bertha.flores@lacity.org> Fri, Dec 11, 2020 at 12:36 PM
To: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>

Great! Thank you so much.

[Quoted text hidden]
[Quoted text hidden]

Edward Moreno <edward.moreno@lacity.org> Fri, Dec 11, 2020 at 12:53 PM
To: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>

Thank you for the update

[Quoted text hidden]
--
Thanks,

Ed

Edward Moreno
Senior Management Analyst II
Office of the Controller
Office Phone: 213-978-7303

RON GALPERIN
LA CONTROLLER

Elyse Matson <Elyse.Matson@lacity.org> Fri, Dec 11, 2020 at 2:05 PM
To: Bertha Flores <bertha.flores@lacity.org>
Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, "Romero, Sylvia" <sylvia.romero@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Claire No <claire.no@lacity.org>

Thank you so much!

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

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